

IC 2004-1 TO AFI 21-204, NUCLEAR WEAPONS PROCEDURES

17 FEBRUARY 2004

★SUMMARY OF REVISIONS

Interim Change (IC) 2004-1 Corrects discrepancies with corresponding references for AFIs, tables, figures and other paragraphs referenced throughout the entire document. Clarifies MAJCOM and Unit responsibilities in chapter 1. Clarifies certification and proficiency evaluations in chapter 3. Changed the requirement for visuals and IPIs, location of Sole Vouching Authority (SVA), added technical advisor requirements, and added and corrected trainer requirements in table 4.1 in chapter 4. Clarifies storage of limited life components and unit spare authorization listing items in chapter 5. Clarifies key box maintenance documentation in chapter 6. Clarifies Weapons Storage Area Authorization List management in chapter 7. Clarifies accountability policy in chapters 8-12. Adds requirements for Defense Integration and Management of Nuclear Data Services (DIAMONDS) users to document database manipulation in chapter 13. See the last attachment of the publication, IC 2003-1, for the complete IC. A star (★) indicates revision from previous edition

★OPR: HQ USAF/ILMW (SMSgt Ronald H. Dryburgh Jr.)

★1.3.1.3. AF Functional Manager (FM) for 2W2XX, 2M0XX, and 21M career fields.

★1.3.4.1.1. Provide representatives to working groups established by the Air Force Maintenance and Munitions Advisory Group (AFM/MAG).

★1.3.4.1.10. Identify unit taskings in the Maintenance Capability Letters (MCL). MCLs must identify all weapons maintenance capabilities to include unit day-to-day mission requirements, unique MAJCOM certifiable tasks to support contingencies, and/ or reconstitution taskings.

★1.3.4.4.2.15. Coordinate table 4.1 changes with HQ AF/ILMW no later than 31 July each year.

★1.4.1.5. Appoints personnel to receipt for classified DOE materials IAW para **9.5.2**.

★1.4.2.2. Responsible for munitions items received by their organization and sign the Designation of Personnel Authorized to Request and Receive Nuclear Ordnance Controlled Materiel (NOCM) Items

★1.4.2.4. Recommend MASO to Maintenance Group Commander, for appointment, that meets requirements in paragraph **9.5.1** of this instruction.

★1.4.2.5. Ensure SIPRNET and the capability to send and receive classified DMS message traffic at the flash precedence level is available to munitions control, NOCM, and Weapons Maintenance sections for higher HQ nuclear weapons reporting. (NOTE: MAJCOM may waive requirements for units that do not possess War Reserve (WR) weapons).

★1.4.2.6. DELETED.

★1.4.3. **Weapons/Munitions/Maintenance Supervision.** Responsible for the overall management of weapons/munitions. Provide broad policy guidance. The scope of the responsibility concentrates on the safe, secure, and efficient use of personnel and material resources, while maintaining the highest degree of weapons/munitions capability and accountability in accordance with all governing standards. The ultimate goal is maintaining a combat readiness capability commensurate with mission tasking.

★1.4.3.10. Make recommendations for nuclear weapons technicians to fill QA positions.

★1.4.3.17. Ensure the member serving as the technical and safety advisor on a nuclear weapons convoy, is an NCO or above and is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable procedures and emergency procedures.

★1.4.3.18. Ensure oldest on-hand LLCs are installed first by the maintenance section.

★1.4.3.19. Ensure each T.O. and checklist step is annotated, identifying each In-Process Inspection (IPI) point on the affected page (not on the plastic cover) to clearly identify the step as requiring an IPI before proceeding.

★1.4.5.2. Ensure all Weapons Status Reports (WSR) are reviewed for accuracy prior to transmission.

★1.4.5.13. At a minimum, establish local procedures for:

★1.4.6.3. Maintain custody control and accountability for CJCSM 3150.04 reportable items IAW this AFI.

★1.5.4. Logistics Management of Containers and Bolsters. Containers and bolsters are used to support storage, maintenance, and logistics movement of weapons and components. In addition, containers and bolsters may be used to support storage and movement of TYPE Trainers. Containers and bolsters are accounted for IAW procedures in this AFI, and reported on the Container Asset Report, if applicable.

★1.8. **Equipment Allowances and Authorizations for Special Equipment Controlled Items.** All nuclear ordnance special equipment controlled items listed in the nuclear weapons system allowance standards 439, 701, 707, 733, 803, 804, 805, 810 and 822 are controlled mission equipment managed by the equipment management function under the SBSS through the Air Force Equipment Management System (AFEMS C001). The above allowances standards are managed by WR-ALC/LET in accordance with AFMAN 23-110, *Standard Base Supply Customers Procedures*, Vol IV and AFMAN 23-110, Vol II, Part II. The approved utilization and application of allowance standards, as reflected C001, is the authority for MAJCOMs to authorize, acquire, and account for essential requirements.

★3.1.1. Munitions/Weapons/Maintenance Supervision may appoint additional technically qualified 2M0 or 2WX personnel, in writing, to augment QA as Nuclear

Weapons Certifying Officials for nuclear weapons handling tasks. The 2W2 QA is a nuclear weapons certifying official by virtue of position and does not need to be appointed by Munitions/Weapons Supervision. Additional 2W2 personnel may be appointed for weapons maintenance tasks. These Certifying Officials augment Quality Assurance inspectors. Prior to performing certifications, all individuals appointed (to include QA) must have current JQS qualification and current EPE.

★3.1.4.1. (Added) QA must maintain on file current EPE documentation for all certifying officials.

★3.1.6. Evaluations will only be accomplished while observing actual task performance. Evaluators will not be part of the task being performed.

★3.1.7. (Added) When certifying individuals in the TC or TM position, individuals must perform the entire operation, to include all documentation required for the task.

★3.3.1.11. PAL/CDS Management Program (semi-annually)

★3.3.2. Personnel Evaluation. Personnel Evaluation (PE) encompass, as a minimum, the operations below. (MAJCOMS will determine inspection frequency):

★3.3.2.3. Limited Life Component (LLC) Exchange to include H1616 packaging and backfill operations.

★3.3.3.5.9. Team chiefs will be charged with any error that goes undetected or uncorrected.

★3.4.1.3. Certify technicians on transfer and transport. All personnel certified on transfer/transport tasks must be able to demonstrate proficiency in all task areas that individual is qualified to perform. This includes use and application of all associated technical data. MAJCOMS may elect to certify as TC and TM separately, if this is done a TC will supervise all tasks and be responsible for TM performance. Technicians certified in the TC position may perform as TMs.

★3.4.2.3. Section/Element Supervisor or Weapons/Munitions/Maintenance Supervision will decertify individuals for the following reasons:

★3.4.2.3.2. Committing a procedural error that, if not corrected, would likely result in an unsafe condition or environment, rejectable weapons damage, or an unreliable weapon system. This includes violations of weapon system safety rules. Section/Element Supervisor or Weapons/Munitions Supervision will determine, after a review of the facts, if decertification is required.

★3.4.2.3.5. Technicians failed to detect a safety or reliability deficiency in the weapon or component.

★3.6.4. Proficiency evaluation will be performed on positions certified (i.e. TC or TM).

★4.1.2.1. (Added) Personnel handling nuclear weapons (RS) during ICBM missile field operations will not exceed 16-hour continuous duty period followed by a rest period, which gives the individual at least 12 hours of rest. The requirement cannot be waived.

★4.1.3. Train and certify sufficient personnel, to meet the MCL, to handle and maintain nuclear weapons to assure mission accomplishment. Limited Life Component Exchange (LLCE) or Parachute (PC) certification is mandatory only if assigned weapons are within 3 months of required maintenance.

★4.1.6. Stop operations upon the discovery of a defect that causes rejection of a weapon or major component. Determination to continue such an operation is a management decision based on careful review of the facts and circumstances (management is defined as Section Supervisor or above). Complete the operation if the weapon is safe and no other damage will occur. If authorized procedures are not provided or do not adequately address the problem, contact the MAJCOM who will coordinate with the appropriate agency to resolve the situation. On site DOE representatives may determine continuation of operation (e.g. PAL operation, defect acceptance) when authorized procedures are not available in governing technical order, however, unit personnel must report the defect(s) according to T.O. 11N-5-1, *Unsatisfactory Reports, and/or AFI 91-204, Safety Investigation and Reports* as applicable. If disassembly is directed for repair, ensure all spares and expendables are available before performing disassembly. Condition code of nuclear weapons will be changed to non-operational status if replacement components are not on hand, cannot be replaced during the operation, or if the status of the weapon is unknown (i.e. lightning strike). Nuclear weapons placed in Non-operational status will only be returned to Operational Status when directed by NWD via an assigned UR number.

★4.1.11. Only technically knowledgeable individuals, not physically performing the work, will perform visual inspection requirements specified in T.O. 11N-35-51, *General Instructions Applicable to Nuclear Weapons*. This individual must be a JQS qualified TC or NCO on the maintenance task and cannot be the team chief directing the operation. Visual inspections will not be performed by the quality assurance (QA) inspector evaluating the operation.

★4.1.12. Units may develop In-Process Inspections (IPIs). When used, Quality Assurance (QA) and Weapons/Munitions Supervision will jointly develop IPIs IAW AFI 21-101. The IPI list must be reviewed, as T.O. changes occur to ensure paragraph references are accurate. Review and publish the complete IPI list at least annually. Completion of IPIs will be documented on the AFTO Form 349 or equivalent, identifying the individual who performed them. As a minimum, the individual performing the IPI must be a 7-level and JQS qualified on the maintenance task.

★4.1.14.2. When WR weapon(s) are exposed in the maintenance bay or protective aircraft shelter (PAS) and maintenance personnel are in the bay or PAS, secure the personnel entry door from inside. (KUMMSC is exempt from this requirement). If not possible, a two-person team will maintain entry control. Control access to No-Lone Zones with a sole vouching authority IAW AFI 91-104.

★4.1.20. (Added) Do not transport nuclear weapons outside a restricted area during hours of darkness or in severe weather conditions unless necessary to meet mission requirements. All nuclear weapons movements outside a restricted area must have a member serving as a technical and safety advisor. The convoy technical and safety advisor will be an NCO or above that is JQS qualified and fully knowledgeable of tie-down, transportation, handling, and command disable and emergency procedures. The wing commander or equivalent must authorize such movements.

★4.1.21. (Added) Cover nuclear weapons, Type 3 trainers, and Joint Test Assemblies (JTA) during all movements (**EXCEPTION:** Containerized weapons, Reentry Systems, and Cruise Missiles do not require covers). BDUs do not require covers except during exercises when simulating WR weapons.

★4.2.1.1. Use procedures in T.O. 11N-5-1, *Unsatisfactory Reports* (UR), to report a deficiency on DOE-designed nuclear weapon or related component, DOE-designed equipment/software or a Joint Nuclear Weapons Publication System (JNWPS) technical order discrepancy/deficiency. Nuclear weapons placed in non-operational status will only be returned to operational status when officially directed by NWD via an assigned UR number.

★Table 4.1. Type 3 Trainer Requirements by Location and Type.

	Type 3	Type 3A	Type 3B	Type 3C	Type 3D	Type 3E	WTU-20
Barksdale B61-7				1		1	
Barksdale B83-0				2			
Barksdale W80-1	30	1					
Barksdale WTU-20							12
Cannon B61-4						3	
Minot B61-4						1	
Minot B61-7				2		2	
Minot B83-0				2			
Minot W80-1	2	1					
Minot WTU-20							13
Minot W78-0		2					
Seymour Johnson B61-4						5	

Whiteman B61-4						1	
Whiteman B61-7				2		8	
Whiteman B61-11				1		5	
Whiteman B83-0				2			
Malmstrom W78-0		1					
Malmstrom W62-0				2			
Eglin B61-4		3					
Eglin B61-7				3			
Eglin B83-0				3			
Eglin W62-0				4			
Eglin W78-0		2			1		
Eglin W87-0			2	2			
Eglin W80-1		3			1		
Sheppard B61-4		1				1	
Sheppard B61-7				1		2	
Sheppard B83-0				2			
Sheppard W80-1		1					
Sheppard W78-0		2					
Sheppard W87-0				1			
FE Warren W62-0				1			
FE Warren W87-0				2			
Vandenberg W62-0				2			
Vandenberg W87-0				1			
Aviano B61-4		2				3	
Buechel B61-4		1				6	

Ghedi B61-4		1				6	
Kleine Brogel B61-4		1				6	
Lakenheath B61-4		2				7	
Ramstein B61-0						1	
Ramstein B61-4		2				4	
Spangdahlem B61-4		1				1	
Volkel B61-4		1				6	
Nellis B53-1		1					
Nellis B61-4		2					
Nellis B61-7				1			
Nellis B83-1				1			
Nellis W56-4				1			
Nellis W62-0				1			
Nellis W78-0		1					
Nellis W80-1		1					
Kirtland B61-4		2					
Kirtland B61-7				2			
Kirtland B61-11				1			
Kirtland B83-0				2			
Kirtland W62-0				1			
Kirtland W80-1		1					
Kirtland W84-0		1					
Kirtland W87-0		1	1				

★5.1.4.2.2.1. Prior to closing warhead container, two weapon system certified individuals (one member must be TC certified) will verify the permanently etched,

engraved or stamped warhead serial number with the non-permanent serial number on the warhead and the warhead serial number painted on the exterior of the container. If this cannot be accomplished, follow procedures in paragraph 5.1.4.2.4.4. Document the serial number on the AF Form 1764 in column C, or in DIAMONDS as appropriate.

★5.2. **Component Storage.** Store components in approved containers under appropriate security. LLCs may be pre-positioned within the maintenance facility as long as the criteria in DOD 5210.41M and the AF supplement is met.

★5.2.1. For inventory purposes, obtain component serial number(s) from the exterior tag. LLC shipping containers need not be opened solely to verify contents.

★5.3.1.4. Mark condition tags or labels with standard entries IAW AFMAN 23-110, Vol II, Part 2, Chapters 14 and 24, and the designation BS or MS. Include the precautionary phrase from the stock list and the statement “Item contains training category source and special nuclear material” on applicable items.

★5.3.2.1. Where practical, store non-reparable USAL items within a centralized support section. Sections not served by a centralized support section, or geographically separated from their support section, may store non-reparable USAL items within their maintenance section. Weapons/Munitions supervision will provide NOCM a list of individuals authorized access to USAL items stored in the maintenance area.

★5.3.2.5. NOCM personnel will perform “walk through” checks of bins and storage locations to determine if items need to be requisitioned. NOCM personnel then requisition required items from DOE Kansas City Plant (KCP).

★6.1.4. Store primary keys separate from spare/control (maintenance) keys. Keys may be stored within the same safe as long as they are locked in different drawers.

★6.2.2.4. Engrave or stamp local serial number on keys to high security padlocks and obliterate manufacturer’s serial number, if present. Annotate local serial number on the AF Form 2427 (do not record manufacturer’s serial number) and destroy the manufacturer’s tag. Do not engrave or stamp serial number on cylinders or lock bodies. If manufacturer’s serial number is present on packaging material (e.g. box), either obliterate serial number or destroy packaging material.

★6.2.2.11. Document combination changes by letter. Do not record combinations. If a safe is used for the sole purpose of securing keys, the AF Form 36, **Maintenance Record For Security Type Equipment**, must be used. Do not use SF 702, **Security Container Check Sheet**, and SF 700, **Security Container Information**, on key boxes or safes used only to secure keys.

★6.3.4. DELETED.

★6.4. **Weapons Storage and Security System/ Advanced Entry Control System (AECS)** Management of these programs will be accomplished IAW applicable guidance.

★7.1. **GENERAL POLICY**

★7.1.1. The procedures in this chapter apply to all CONUS nuclear capable units except KUMMSC. USAFE units will comply with the requirement in ED 60-12, *Nuclear Surety Management for the WS3*, for Access Approval Authority Listing (AAAL).

★7.1.2. The AECS is used to identify personnel authorized to perform certain actions within (KUMMSC). The Weapons custodian will approve access at KUMMSC by signing in the remarks section of the AF Form 2586, *Unescorted Entry Authorization Certificate*.

★7.1.3. Sole Vouching Authority (SVA). The SVA is the individual responsible for verifying individuals need to enter a no-lone zone/exclusion area, where a nuclear weapon(s) is/are located, prior to granting them access (e.g. weapons other than those in secure storage).

★7.1.3.1. When an SVA transfers SVA duties to another individual documentation for this transfer is not required.

★7.1.3.2. Only one SVA is permitted per no-lone zone/exclusion area.

★7.1.3.3. The Weapons Custodian approves overall access to nuclear weapons by signing the WSAAL. The Weapons Custodian is appointed IAW paragraph 9.5.3.

★7.2. **WSAAL MANAGEMENT.** WSAALs are used to identify personnel authorized to perform certain actions within Weapon Storage Areas (WSA). NOTE: The intent of [Figure 7.1](#). and [Figure 7.2](#). are for reference only and not directive in nature. The form layout is up to the units' discretion; however, required information identified in this chapter must be reflected and original signatures present.

★7.2.1. DELETED.

★7.2.2. WSAALs identify, as a minimum, personnel authorized to:

★7.2.2.1. Issue and Receive keys to weapons maintenance and storage structures. Personnel authorized to issue keys may also be authorized to receive keys.

★7.2.2.2. Open and secure weapons maintenance and storage structures.

★7.2.2.3. Open and close containers at entry control points and secure keys to maintenance facilities or assembly, surveillance, and inspection (AS&I) type facilities. (If keys are stored at the Entry Control Point (ECP))

★7.2.2.4. Activate and deactivate weapons storage structures. i.e. weapons are present or not present.

★7.2.2.5. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

★7.2.3. WSAAL will include, as a minimum, full name, codes authorized, enlisted or officer, last six of SSN, security clearance and PRP status (Interim or Formally Certified)

★7.2.4. DELETED.

★7.2.5. DELETED.

★7.2.6. Pen and ink additions without authenticated Change Letter are prohibited.

★7.2.8. Original signatures are required on all copies of the WSAAL. If the WSAAL pages are bound together in a single computer-run product, authenticate on the first or last page only, and indicate the number of pages. If the pages are separated each page must be authenticated.

★7.2.9.1. DELETED.

★7.2.9.2. Perform pre-announcements to security forces for personnel accessing weapons maintenance and storage structures or escorting personnel into the WSA.

★7.2.10. WSAALs will be published when determined by Weapons /Munitions Supervision or WSAAL OPR.

★7.2.11. Change Letters. Change Letters will be used for interim changes to the WSAAL ([Figure 7.1.](#)). Changes should be held to an absolute minimum. A single letter may be used to add and delete individuals ([Figure 7.2.](#)). Change Letters to a WSAAL will be consecutively numbered, beginning with number one, and will identify the date of the WSAAL it changes (with each revision of the WSAAL, the Change Letter sequence number starts with one). These letters will be authorized, certified, authenticated (except for deletion letters) and distributed in the same manner as the WSAAL. Entries will be pen and inked (handwritten or typed) on referenced WSAAL with Change Letters filed with or attached.

★7.2.11.1. Deletions. In cases where individuals or information must be deleted, Munitions Supervision or designated representative will immediately notify all agencies possessing WSAALs by telephone and document time and agency called. Each workcenter will place a single line through the entry on the WSAAL upon receipt of the telephone notification. As soon as practical, the WSAAL OPR will produce a Change Letter. Letter will include, as a minimum, person's full name, social security number (use last six numbers) and change requested. Upon receipt of the Change Letter, annotate the deleted entry with the Change Letter sequence number.

★7.2.11.2. Additions. In cases where information is to be added, Munitions Supervision or WSAAL OPR will initiate a Change Letter. Letter will include all information listed in paragraph 7.2.3. Letter will be processed using same procedures as processing WSAAL. Upon receipt of the authenticated Change Letter, the entry will be pen and inked on the WSAAL and annotated with the Change Letter sequence number.

★7.3.1.1. Review and sign (certify) WSAALs and addition letters

★7.3.1.3. Ensure authorized individuals have appropriate PRP certifications

★7.3.2.2. Review and sign deletion letters

★7.3.3. **Weapons Custodian.** Sign (authorize) WSAALs and addition letters.

★7.3.5.2. Ensure sections/elements review working copy of WSAAL prior to authentication.

★7.3.5.3. Make corrections as required, and hand carry WSAAL to Weapons Custodian. Ensure the Weapons Custodian reviews and grants authorized individuals access to facilities containing nuclear weapons by signing the WSAAL. Ensure review includes, but is not limited to verifying individuals are not given authorized access or knowledge of more than one combination protecting keys to nuclear maintenance and storage facilities.

★7.3.5.4. Hand carry the authorized WSAAL to the Unit Commander for certification. Unit Commanders signature certifies proper security clearance, PRP status, and need for access/authorization verified for individuals listed.

★7.3.5.6. Ensure authenticated WSAALs and change letters are immediately distributed to munitions activities as required.

★Figure 7.1. Sample WSAAL (Legend Page).

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST LEGEND

CODE NO.	DESCRIPTION
01	Receive the "A" lock combination to the Primary and Spare key boxes for nuclear storage facilities
02	Receive the "B" lock combination to the Primary and Spare key boxes for nuclear storage facilities
03	Activate/Deactivate storage structures
04	Preannounce personnel to access structures or escort individuals into the WSA
05	Issue A or B keys for nuclear storage facilities

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

★Figure 7.1. Sample WSAAL (Personnel Listing).

PREPARED: 1 July 2001

WEAPON STORAGE AREA AUTHORIZATION LIST

PERSONNEL LISTING

SEC CHANGE

NAME	CODES	GRD	SSN	CLEAR	PRP
KNOWLES, Richard M.	02, 03	ENL	67-8912	T/S	FORMAL
YOCOM, Lonnie T.	01,03,05	ENL	98-7654	T/S	FORMAL
GRAVES, Michael R.	01, 04	ENL	12-4321	SEC	INTERIM
CIRANNI, Charles NMI	02, 04	OFF	56-7891	T/S	FORMAL
OGUREK, Robert M.	01, 03	ENL	45-6789	SEC	INTERIM
LUECK, David BH	01,04	ENL	65-4321	T/S	FORMAL

AUTHORIZED BY:

Weapons Custodian

CERTIFIED BY:

Commander, 123 MS

AUTHENTICATED BY:

123 SFS Authenticating Official

★Figure 7.2. Sample Change Letter.

MEMORANDUM FOR 123 SFS/CC

7 Aug 01

123 MS/LGM

FROM: 123 MS/CC

SUBJECT: Weapons Storage Area Authorization List (WSAAL) Change Letter No. 1

1. Delete the following individual from WSAAL, dated 1 July 01 by placing a single line through the entire line entry.

NAME	SSN
------	-----

CLARK, Chad S	67-8912
---------------	---------

2. Add the following individual to WSAAL, dated 1 July 01, by neatly writing the following information after the last entry

NAME	CODES	GRD	SSN	Sec Clear	PRP
SPEASE, Brian E	01, 04	ENL	65-4321	SEC	Interim/Formal

3. Post this letter with the WSAAL. Upon receipt and validation of new WSAAL, destroy this letter.

AUTHORIZED BY:

Weapons Custodian (*Only required for additions*)

CERTIFIED BY:

Commander, 123 MS (*Weapons/Munitions Supervision for deletion letters*)

AUTHENTICATED BY:

123 SFS Authenticating Official (*not required for deletion letter.*)

★8.1. **General Principles of Nuclear Material Accounting.** This chapter describes the basic principles upon which accounting procedures in this instruction are based. They may be used in determining the best courses of action when situations arise that are out of the ordinary and when judgment calls must be made.

★8.5. **Consumption and Custody Accounting.** Items are accounted for using either consumption accounting procedures or custody accounting procedures. Low cost, non-reparable, and non-sensitive items (e.g. small hardware, gaskets, nuts, bolts, screws, washers, grease, etc.) are considered expendable items. These items are considered "consumed" and are dropped from accountable records when issued to maintenance personnel. Repairable items and items that must be controlled because of their sensitive

nature (e.g. containers, bolsters, and some spares) must be continually accounted for until returned to the vendor, or properly disposed of IAW authorized disposition instructions and pertinent disposal directives. These items are accounted for using custody accounting procedures. The appropriate commander designates a custodian, who is responsible for these items that have been issued to their duty section until they are either turned-in or expended (in the case of test items expended during stockpile flight testing or other operational test and evaluation). The custodian keeps records showing items in his or her custody. These records include a spare SE custody listing from the last time the items were inventoried, and copies of any documents affecting items in his or her custody that document transactions occurring since the last validation. Items are maintained on the accountable officer's records and posted to stock records as "In-Use" balances.

★9.3.2. Non-AF Owned Special Equipment (SE). The MASO accounts for DOE owned SE (e.g. containers and bolsters, AN/PDR 74A Tritium Monitors, T558 LF7 Piston Locators, etc.) in SWIM or DIAMONDS using custody accounting procedures in this instruction.

★9.4.7.2. A Spare SE Custody Listing, signed by the custodian, showing on hand balances of property in their sub-account upon assuming custodian duties or the date of the last custody validation (whichever is latest).

★9.4.7.3. Copies of issue and turn-in documents affecting balances of property on the sub-account since the last Spare SE Custody Listing.

★9.5.2. The applicable group commander certifies personnel to receipt for classified DOE end items, components and documents involving restricted data shipped via DOE Office of Transportation Safeguards (OTS) or AMC SAAM missions (See **Figure 9.1.**). For AMC SAAM missions the accountable officer will send the courier activity, the date of the current units Certification of Personnel to Receipt for Classified Material letter and list of authorized recipients in the response (initial acknowledge message) to the SAAM set-up message. This list will contain each individual's name, rank, SSN, security clearance, job title, and duty telephone numbers. No changes to the Certification of Personnel to Receipt for Classified Material letter may be made after inclusion in the initial acknowledge message.

★9.5.3.1. Qualification of Individuals Assigned Weapons Custodian Duties. Must be a senior NCO in AFSC 2W0, 2W1, 2W2, 2M0 or a 21M Munitions and Missile Maintenance Officer, or qualified permanent civil servant in the grade of GS-9 or higher. He or she must possess appropriate security clearance, be certified under Personnel Reliability Program (PRP) and be a U.S. citizen. MAJCOMs may waive experience, or training requirements. Units maintain approved waivers on file with the appointment letter.

★9.5.3.2. To ensure authorized personnel are available to sign custody transfer documents, alternate weapons custodians should be designated. Alternates must meet all qualifications of the primary Weapons Custodian.

★9.5.5.1.1. Air Force Specialty Code (AFSC) 2W2X1 personnel will perform NOCM account duties. The individual supervising NOCM section must possess at least a seven-skill level in their AFSC. MAJCOMS may waive AFSC requirement for accounts that do not possess WR weapons.

★9.6. **Local Procedures.** The MASO will publish procedure, at an appropriate level within the wing, covering local conditions and requirements, to ensure all affected personnel are aware of required responsibilities and procedures. As a minimum establish local procedures for items listed in paragraph **1.4.5.13.**

★9.6.1. DELETED.

★Figure 9.1. Sample Letter - Certification of Personnel to Receipt for Classified Material.

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 28TH BOMB WING (ACC)

ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

25 Sep 02

MEMORANDUM FOR US DEPARTMENT OF ENERGY

Albuquerque Operations Office	HQ AMC TACC/XOOO
Attn: Transportation Safeguards Division	402 Scott Drive, Unit 2K1
PO Box 5400	Scott AFB IL 62225-5303
Albuquerque NM 87115-5000	

FROM: 28MUNS/LGWN

130 Douglas St. STE 210

Ellsworth AFB SD 57701-5000

SUBJECT: Certification of Personnel to Receipt for Classified Property

The following personnel are authorized to receive and sign for classified property consigned to FV4814, including US Department of Energy classified shipments and documents involving restricted data. Access of listed personnel is required for performance of duties and granting access will not endanger the common defense and security. This certification is made in the name of the Commander, Air Combat Command, as authorized by AFI 21-204. Certification is effective this date and expires at end of expiration period for each individual or 1-year from date of letter, whichever occurs first.

NAME and GRADE: Jeffrey M. Sodano, Capt SSAN: xxx-xx-xxxx

POSITION TITLE: Accountable Officer CITIZENSHIP: US Citizen

SECURITY CLEARANCE: Top Secret DATE GRANTED: 1 Oct 02

DUTY PHONE: DSN 555-1212 EXPIRATION DATE: 1 Oct 03

HOME PHONE (912) 555-9999

NAME and GRADE: Terrence S. Stolp, TSgt SSAN: xxx-xx-xxxx

POSITION TITLE: NCOIC, NOCM Section CITIZENSHIP: US Citizen

SECURITY CLEARANCE: Top Secret DATE GRANTED: 1 Oct 02

DUTY PHONE: DSN 555-1212 EXPIRATION DATE: 1 Oct 03

HOME PHONE: (912) 555-8888

Address Information:

Mail - 28MS/LGMWK

Shipment - FV 2846, 28MS

(Full mailing address)

(Full shipping address)

Ellsworth AFB, SD 57701

Ellsworth AFB, SD 57701

This letter supersedes my letter dated 1 December 02.

FRANCIS R. EUBANK JR., Col, USAF

Commander, 28 MXG

★Figure 9.3. Sample Letter - Designation of Authorization to Request and Receive NOCM Items.

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 28TH BOMB WING (ACC)

ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

20 Jul 01

MEMORANDUM FOR 28 MUNS/LGWN (MASO)

FROM: 28MUNS/CC

130 Douglas St. STE 210

Ellsworth AFB SD 57701-5000

SUBJECT: Designation of Individuals Authorized to Request and Receive NOCM Items

1. The personnel listed in paragraph 2 are authorized to request and receive NOCM items for the Re-entry Vehicle Maintenance Section (Office Symbol LGWIR). I certify that individuals listed in this letter require access to NOCM items in order to perform authorized maintenance activities. Individuals, as designated below, are appointed primary (P) and alternate (A) reparable item custodians for this maintenance section. These designations are made IAW AFI 21-204 paragraph 13.3.7.

2. List of Individuals Authorized to Request and Receive NOCM Items and Designation of Reparable Item Custodians:

	RANK	NAME	PHONE	CUSTODIAN DESIGNATION
a.	MSgt	Fisher, John L.	5-3876	
b.	TSgt	Culp, Karen M	5-8765	
c.	SSgt	Bushee, David E.	5-8765	(P)
d.	SSgt	Lanes, Justin C.	5-8765	

3. This letter supersedes my previous letter dated 23 Jul 00.

JOHN R. MAPLETHORPE, Lt. Col., USAF

Commander, 28 MUNS

913. Receipt of Materiel. Nuclear weapon type trainers are considered equipment items accounted for using SBSS FE (CA/CRL) account procedures. These items are not maintained on FV accounts. To preclude discrepancies in accounting and reporting, process all trainers through the SBSS FE account. Also see [Chapter 11](#) of this AFI and CJCSM 3150.04 for additional reporting requirements for trainers containing DOE source and special nuclear material. For items on the NOCM account:

913.1.5. NOCM personnel will perform both non-technical and technical inspections of NOCM spare parts. If damage is noted or suspected, NOCM personnel will inspect parts for serviceability and will submit UR reports, if required.

913.2. Processing Receipt Documents. Process DD Form 1348, **Single Line Item Release/Receipt** Document or other similar document used by the consignor as follows:

★9.13.2.1.2. For items containing DOE Source and Special nuclear material, also process DOE/NRC Form 741, **Nuclear Materiel Transaction Report**, according to instructions in TO 11N-100-4. The DOE/NRC Form 741 is not available through the Air Force. Annotated forms accompany nuclear material received from the DOE. In the event the DOE/NRC Form 741 is not received with the shipment, contact the MAJCOM to obtain the form from shipping agency.

★9.13.2.1.2.1. (Added) If the item is subsequently shipped to another AF agency, ensure the DOE/NRC Form 741, **Nuclear Materiel Transaction Report**, is shipped to the receiving agency.

★9.14.2. Preparing and Processing Shipping Documents. Use DD Form 1348 for all shipments. Prepare a single DD Form 1348 for each part number or NSN (except associated containers and bolsters). Assign the next available document number(s) from the Off-Base register and use it to control the document. Do not prepare a separate DD Form 1348 for associated containers or bolsters. Instead, show the part numbers and quantities of containers or bolsters on the DD Form 1348 for the end item and use procedures in paragraph 8.4.5.1 for assigned a different document number and posting stock record cards for associated containers and bolsters. Prepare and process DD Forms 1348 for shipments as follows:

★9.14.3.2. For items shipped via DOE/OTS or AMC SAAM missions:

★9.16.2. The MASO establishes custody sub-accounts for each duty section for which a custodian is appointed using the duty section's office symbol as the account ID. The

office symbol is entered in SWIM or DIAMONDS “storage location” field for items issued to each custodian. NOTE: For the Weapons Custodian or when MASO = Weapons Custodian, SWIM or DIAMONDS will use the actual location for the Storage Location (ie. structure 5 or bin 3/row 15/column 15).

★Table 9.3. Preparing DD Form 1348 Single Line Item Release/Receipt Document for Spares.

Column/Block	Description	Entry
1-3	Doc Ident	“SHP”
4-11		Blank
12-20	NIIN	DOE Part Number
21-22		Blank
23-24	Unit of Issue	Self Explanatory
25 – 29	Quantity	Self Explanatory
30-43	Document Number	Assigned from Off-Base register
44		Blank
45-50	Supplemental	Ship To SRAN
51-59		Blank
60-61	Priority	“05”
62-80		Blank
A	Shipped From	SRAN & Address
B	Shipped To	Consignee Address (MRA if applicable)
H	Unit Pack	Number of packages included on document
I	Unit	Weight of one package
J	Unit Cube	Size (cubic feet)
O	Document Date	Julian date document was created
P	Mat. Cond.	“A” for Serviceable, “F” for Unserviceable
X	Nomenclature	Self explanatory

1	Selected By & Date	Signature and date of NOCM person selecting item
2	Type Container(s)	Self Explanatory (i.e. box, envelop, can)
3	Total weight	Weight of all items included on document
5	Number of Containers	Number of containers for entire document
6	Total Cube	Total size of all containers (cubic feet)
7	Received By & date	Signature & date of person receiving item
AA-EE	Remarks	UR number if applicable and other explanatory information

★9.19.1.4. Change of Custodian. Each time a new custodian (Weapons Custodian or Reparable Item Custodian) is assigned the gaining custodian must conduct a 100% inventory of items issued to their sub-account. Report any unresolved discrepancies to the MASO and the appropriate commander to initiate a Report of Survey (or other appropriate action) prior to signing the Spare SE Custody listing and assuming responsibility for the account.

★9.19.2.9. Custodian validation consists of signing a current SWIM or DIAMONDS generated Spare SE Custody Listing.

★Table 9.5. Inventory Documentation Requirements.

Actions Required	Type of Inventory				
	SIR	MASO Change	Custodian Change	Monthly 10% Inventory	Special (See Notes)
Blind inventory worksheets	X	X	X		X
Verified and initialed inventory count cards	X	X			
Appointment letter for inventory verifying officer	X				
Appointment orders for the Inventory Verifying Officer to audit the account	X				

SIR message and Certificate of Inventory prepared IAW CJCSM 3150.04	X				
Saddle bag inventory letter, if applicable	X				
Audit Certificate	X				
SIR Reconciliation Message	X				
SWIM or DIAMONDS backup database from the date of the inventory	X	X			
Spare SE Custody Listing	X		X	X	
NOTE: For SEV see CJCSM 3150.04.					

★10.1.2. DELETED.

★10.1.3. DELETED.

★10.1.3.1. DELETED.

★10.1.3.2. DELETED.

★10.1.6.3. Custody Transfers Occurring Within the WSA. Temporary custody transfer from the Weapons Custodian to SVAs, and subsequent transfers between SVAs, in order to perform authorized maintenance, handling, and inventory functions and associated intra-area movements within maintenance and storage areas need not be documented. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph 11.8.2.

★10.2.9. DELETED.

★11.1.3.5. Block 7B: National stock number or part number of item. For LLCs, use the kit part number for receipts and shipments and the component code (per CJCSM 3150.04) for removals and installations.

★11.1.3.13. Block 9: Enter the WSR/QSR number(s) in which changes reported to the MASO in this SCR were subsequently reported to DTRA.

★11.1.3.13.1. (Added) Leave blank when reporting change code “X”

★11.8.1. **Custody of Weapons, Major Assemblies, Test Items, and Components within the WSA/WS3/KUMMSC.** While secured in locked storage structures or Weapon Storage Vaults the Weapons Custodian retains custody of these items. The Weapons Custodian authorizes access to key and lock teams by signature on the WSAAL or AAAL prior to commander approval. Maintenance actions and movements occurring within the WSA/WS3/KUMMSC are controlled by approved work orders. No documentation is required to transfer custody (i.e. SVA authority) between authorized individuals within the WSA/WS3/KUMMSC. For custody transfers of nuclear missile warheads to or from alert status follow procedures in paragraph 11.8.2.

★11.8.2.1.1.1. Prepares an original and one copy of AF Form 514 (see paragraph 11.8.2.4. and **Figure 11.1.** of this AFI for instruction on filling out the AF Form 514), leaving individual signature blocks blank. Annotate the names on the document at the time of transfer. Establish control of the document by annotating the control register using an AF form 3126, **General Purpose Form** or locally by produced equivalent. You may overprint this form to identify headers and repeat data fields.

★11.8.2.1.1.2. Completes items A and B, then transfers custody, by reentry systems serial number only, to the supervisor who is responsible for uploading the RS, transporting and subsequent mating of the reentry system to the missile. Transfer is accomplished by obtaining signature of the supervisor and entry of required data on the transfer document. **Figure 11.1.** items B, C, D, and E are examples and may change depending on location and situations.

★11.8.4.2.1. Show part numbers of the warhead and multiple carriage serial numbers (i.e. six each PN 321654-xx mated to pylon GP-0987) on the work orders rather than individual weapon serial numbers.

★13.9.9. (Added) Policy on DTRA Intervention on Behalf of the Owning Unit in Unit Stockpile Data or Systems.

★13.9.9.1. (Added) If a problem is beyond the capability of a unit to correct, at the request of both the Service Logistics Agent (SLA) and the unit, DTRA/CSNO will intervene to correct the problem. Each request will be documented for DTRA/CSNO, SLA, and Unit records. CSNO will not execute any intervention without approval of both the SLA and the unit.

★13.9.9.2. (Added) DTRA/CSNO intervention may be required to aid in troubleshooting an error in DIAMONDS. DTRA/CSNO may use Proxy software as an intervention tool. This software allows DTRA CSNO, with the unit's concurrence, to view or manipulate DIAMONDS screens. When approved by the SLA and determined appropriate, remote training may also be provided using Proxy.

★13.9.9.3. (Added) Intervention may be required to correct an error in the stockpile database that cannot be corrected via the nuclear weapons reporting process (i.e. WSR). This capability will be used as a last resort and will not be used if correction reports are possible. This may require a change to the local unit's database, as well as a change to the national stockpile database (NUMIS) on behalf of the owning unit. In this situation,

the unit will send a Correction WSR using the "AMPN line" to indicate the change made on their behalf.

★Sole Vouching Authority - An individual responsible for verifying a persons need to enter a no-lone zone/exclusion area prior to granting them access.